



## Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!  
Close to Bus Routes, Light Rail, & Parking Garages*

### **Office Technician (Typing)**

**Monthly Salary: \$2,686 - \$3,264**

**One Permanent/Full-Time Position**

**Location: Downtown Sacramento**

**Position Number: 443-300-1139-004**

**Refer to Job ID# J09-010**

**Final Filing Date: UNTIL FILLED**

**"Applicants who previously applied are still under consideration and need not reapply."**

*The Managed Risk Medical Insurance Board (MRMIB) is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June, 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on the Job Opportunity bulletin.*

### **General Statement of Duties:**

Under the general supervision of the Staff Services Manager II. The Office Technician will perform a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. The position regularly requires detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies, and procedures. Good judgment and the ability to communicate effectively are of primary importance. Typically, the work is rarely reviewed. In addition, the position may have responsibility for functional guidance in training and assisting less experienced employees.

Prepare and finalize a variety of correspondence, contracts, forms, and other documents related to MRMIB programs' administration. The Office Technician maintains all program files and related correspondence. Provide clerical support and assistance to Division management in the areas of preparing, formatting, and mailing of correspondence addressed to the administrative vendors. Proofread and edit correspondence prepared by other staff. Log and track program correspondence with the administrative vendors including performance reports, policy letters, letters of instruction, and Federal and State legislation. Log appeals into a database, track appeals status and create standard weekly and monthly appeals reports. Prioritize incoming mail needing immediate response, when appropriate.

Provide clerical support and assistance to analytical staff and Division management in the areas of logging appeals into a database, tracking appeals status, tracking correspondence sent to the administrative vendors, printing email attachments, and coordinating work assignments with the student assistants.

Schedule, coordinate and attend quarterly meetings of the Healthy Families Advisory Panel and Outreach Workgroup. Assist with recruitment and screening of candidates for Panel membership. Coordinate travel for Panel members and ensure payment for travel, incidentals and attendance. Coordinate with the Deputy Director and other MRMIB staff on the development of agenda and agenda documents. Take notes and provide administrative assistance at these meetings. Develop and prepare meeting summaries and the annual report on the disposition of all formal Panel recommendations.

Maintain the Deputy Director's calendar in Microsoft Outlook and resolve scheduling conflicts. Coordinate and schedule management meetings with the Department of Health Services, administrative vendors, advocacy groups, stakeholders, and other interested parties. Reserve meeting rooms and any necessary audio-visual

equipment. Maintain management contact list. Make travel arrangements and prepare travel expense claims and supporting documentation.

Maintain the Deputy Director's filing system. Prepare Form 5 requests for office supplies and obtain management approval. Purge and archive historical files and coordinate the file retention process with Business Services. As needed, receive, screen and redirect telephone calls to appropriate individuals or give verbal responses as appropriate. On behalf of MRMIB, respond to visitors and written inquiries from the Governor's Office, legislature, other control agencies, advocacy groups, constituents and the public. Identify research and assemble needed information in response to inquiries. Draft correspondence for management.

### **Typical Working Conditions**

Requires prolonged sitting, use of telephone and use of personal computers.

- Contact with employees from the Department of Health Care Services, contracted health, dental and vision plans, and the contracted administrative vendors, HFP Advisory Panel Members.
- Requires the incumbent to travel periodically within the State and perform overtime as necessary.
- Normal hours of work include Monday through Friday 8 a.m. to 5 p.m.

### **Special Requirements**

- Must type a minimum of 40 wpm. The individual selected for this position may be required to present a valid typing certificate prior to appointment.

### **Desirable Qualifications**

- Bilingual skills in Spanish or Asian languages.
- Effectively communicate orally and in writing.
- Excellent proofreading and grammatical skills.
- Proficiency with Microsoft Word, Outlook, and Internet Explorer; familiarity with and ability to use Microsoft Excel and PowerPoint.
- Good organization skills and attention to detail.
- Ability to handle sensitive and confidential assignments with tact and diplomacy.
- Ability to work under pressure and time constraints, able to handle changing priorities, and coordinate the work of others.

### **Other Expectations**

- Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.
- Ability to multi-task and meet deadlines.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Demonstrates the ability to work independently as well as a member of a team.
- Demonstrates strong computer, oral and written communication skills.
- Effectively communicate orally and in writing with administrative vendors, management, co-workers, and the public.

### **Who May Apply:**

Individuals at the Office Technician (Typing) level or who have list or reinstatement eligibility to the classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at [www.spb.ca.gov](http://www.spb.ca.gov)). In Section 12 of the application enter **Job ID# J09-010 and Position # 443-300-1139-004 and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Molly Sira – Personnel**

If you have questions regarding this information, please contact Molly Sira at (916) 323-4138.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*